

IB Examiner Recruitment Policy

Version 1.3 12/11/2015

1. Document purpose

The purpose of this document is to specify the minimum requirements applicants must meet in order to be appointed as an IB examiner for either the Middle Years Programme (MYP) or Diploma Programme (DP). In addition, the document also outlines desirable qualities which may be taken into account during the appointment process.

2. Applicant requirements

The list below identifies the requirements an applicant **must** have in order to be appointed as an examiner for the IB.

- Applicants **must** have a degree or equivalent in the subject (or a related subject) for which they are applying.
- Applicants **must** have a minimum of one year's experience teaching the subject (or a related subject) to students in an appropriate age range:
 - 14 to 16 years of age – MYP
 - 16 to 19 years of age – DP

Applicants who are no longer teaching **must** have taught or examined within the last three years.

- Applicants for DP level Mathematics subjects **must** be competent in using an IB approved graphic display calculator (a list of approved models is available in Appendix A).
- Applicants **must** have access to the internet, via a broadband (or faster) connection, in an environment that is suitable for marking confidential assessment material.
- Applicants **must** provide the IB with contact details for at least two referees. An applicant will not be appointed until the IB has received at least two satisfactory references directly from the referees listed.
- Applicants **must** have a bank account held in their own name. Payment to an examiner will only be made into a bank account held in the name of the examiner. Under no circumstances will payments be made to a third party account, that is, an account held in the name of a relative, company/organisation or other representative.

3. Desirable qualifications and experience

The list below provides information on the qualifications and experience that are desirable for an applicant to possess when applying to become an examiner for the IB.

- Experience of teaching the MYP or DP.
- Experience of teaching students at university entry qualification level (for DP examiner applicants).
- Previous examining experience.
- The ability to read documents, write reports and mark candidates' work in languages other than English, specifically:
 - French
 - Spanish
 - German
 - Chinese
 - Japanese
 - Arabic
 - Dutch
 - Korean
 - Hindi
 - Indonesian
 - Russian
 - Swedish
 - Turkish

4. Appointment principles

If an applicant meets the requirements listed above, the applicant will be appointed to examine either the DP or the MYP.

If examining the DP the applicant will be appointed to one component. However, exceptions are made where the period of assessment for two components is not concurrent or where the nature of the assessment of a subject requires an examiner to assess more than one component.

Applicants who wish to examine Theory of Knowledge must have experience of teaching Theory of Knowledge.

If examining the MYP the applicant will be appointed to one subject. In addition, all examiners will also be offered the opportunity to examine the Interdisciplinary examination. Current MYP teachers will also be offered examining for the Personal Project.

The IB must comply with the laws and regulations of all countries in which it appoints examiners.

Appendix A

IB Recommended/Approved Graphic Display Calculators

Texas Instruments

- TI-84 Plus Silver Edition
- TI-83 Plus Silver Edition
- TI-84 Plus
- TI-83 Plus
- TI Nspire (non-CAS), with 84 faceplate
- TI Nspire (non-CAS) version 1.3 or higher, in “Press to Test” mode

Casio

- CFX 9850 Plus
- FX 9860 AU
- FX 9750 Plus
- FX 9860 G
- CFX 9950 Plus
- FX 9860 G SD
- FX 9860G II
- FX 9860 G II SD
- FX 9860 AU Plus
- FX1.0 Plus
- Graph 65 Plus
- Graph 35 Plus
- Graph 85
- Graph 85 SD